



**CITY OF CARLSBAD**  
**APPLICATION REQUIREMENTS FOR:**

**INCIDENTAL OUTDOOR DINING AREA PERMIT (IODA) (FOR PROPERTIES LOCATED  
OUTSIDE OF THE REDEVELOPMENT AREA AND OUTSIDE OF THE  
COMMERCIAL/VISITOR-SERVING OVERLAY ZONE)**

All applications for Incidental Outdoor Dining Areas will be reviewed and processed in accordance with Sections 21.04.1881.1 and 21.26.013 of the Carlsbad Municipal Code and must comply with the development standards contained in these sections.

See Section 21.26.013 of the Carlsbad Municipal Code for complete wording.

**The Incidental Outdoor Dining Area:**

1. Must comply with A.D.A. requirements.
2. Must comply with all applicable A.B.C. requirements if alcoholic beverages are served.
3. Can only be open/used during the hours of operation of the associated restaurant.
4. Must provide adequate circulation and clearance for normal pedestrian traffic.
5. Must not encroach into the public right-of-way.
6. Must not eliminate any existing parking areas.
7. Must not interfere with vehicle or pedestrian circulation.
8. Must not remove or reduce existing landscaping.
9. Must not present a traffic hazard.
10. Must not be incompatible with outdoor dining because of the speed, volume, or nearness of vehicular traffic.
11. Is not included in the square footage used to calculate parking requirements.
12. Shall be limited to:
  - a. a maximum of 20% of the number of indoor seats or a maximum of 20 seats whichever is more restrictive;
  - b. a maximum of 6 tables; and
  - c. a maximum of 400 square feet in area.

**NOTE: EATING ESTABLISHMENTS MUST FULLY SATISFY ALL OTHERWISE APPLICABLE PARKING REQUIREMENTS TO QUALIFY FOR INCLUSION OF AN INCIDENTAL OUTDOOR DINING AREA. RESTAURANTS WHICH ARE UNDER PARKED ARE NOT ELIGIBLE TO PROVIDE AN IODA.**

**A proposed project requiring that multiple applications be filed must be submitted prior to 3:30 p.m. A proposed project requiring that only one application be filed must be submitted prior to 4:00 p.m.**

The following materials shall be submitted for each application or for combined applications on a single project.

**I. REQUIRED DOCUMENTS AND SUBMITTAL ITEMS**

- ☐ A. Completed Land Use Review Application form.
- ☐ B. Review fee (see latest fee schedule).
- ☐ C. Noticing fee in an amount equal to cover 1st class postage for each notice mailed.
- ☐ D. Photographs and/or elevation drawings of the building's exterior.
- ☐ E. Photographs and/or drawings of the proposed outdoor furniture to be used.
- ☐ F. Photographs and/or drawings of any proposed barriers or railings.
- ☐ G. Three (3) copies of a scaled drawing showing the following information:
  - ☐ 1. The lot dimensions.
  - ☐ 2. The locations of the restaurant and the proposed incidental outdoor dining area.
  - ☐ 3. Existing landscaping.
  - ☐ 4. The locations of nearby structures.

- ☐ 5. The location and number of parking spaces provided for the restaurant (if it stands alone) or for the entire commercial center in which the restaurant is located (if part of a larger commercial center).
- ☐ 6. Nearby vehicle circulation areas and pedestrian areas.
- ☐ 7. The square footage of the restaurant and of the proposed incidental outdoor dining area.
- ☐ 8. The number of seats inside the restaurant and the number of seats and tables in the proposed incidental outdoor dining area.

☐ H. Property Owners List and Addressed Labels.

**NOTE:** WHEN THE APPLICATION IS TENTATIVELY SCHEDULED TO BE HEARD BY THE DECISION MAKING BODY, THE PROJECT PLANNER WILL CONTACT THE APPLICANT AND ADVISE HIM TO SUBMIT THE RADIUS MAP, TWO SETS OF THE PROPERTY OWNERS LIST AND LABELS. THE APPLICANT SHALL BE REQUIRED TO SIGN A STATEMENT CERTIFYING THAT THE INFORMATION PROVIDED REPRESENTS THE LATEST EQUALIZED ASSESSMENT ROLLS FROM THE SAN DIEGO COUNTY ASSESSOR'S OFFICE. THE PROJECT WILL NOT GO FORWARD UNTIL THIS INFORMATION IS RECEIVED.

1. A typewritten list of the names and addresses of all property owners within a 300 foot radius of the subject property (including the applicant and/or owner). The list shall include the San Diego County Assessor's parcel number from the latest assessment rolls.
2. **Mailing Labels** - two (2) separate sets of mailing labels of the property owners within a 300 foot radius of the subject property. For any address other than a single-family residence, an apartment or suite number must be included. **DO NOT** provide addressed envelopes - **PROVIDE LABELS ONLY**. Acceptable fonts are: Arial 11 pt, Arial Rounded MT Bold 9 pt, Courier 14 pt, Courier New 11 pt, and MS Line Draw 11 pt. Sample labels are as follows:

**ACCEPTABLE**

Mrs. Jane Smith  
123 Magnolia Ave., Apt #3  
Carlsbad, CA 92008

**ACCEPTABLE (with APN)**

209-060-34-00

MRS JANE SMITH  
APT 3  
123 MAGNOLIA AVE  
CARLSBAD CA 92008

3. 300 Foot Radius Map

A map to scale not less than 1" = 200' showing each lot within a 300 foot radius of the exterior boundaries of the subject property. Each of these lots shall be consecutively numbered and correspond with the property owners list. The scale of the map may be reduced to a scale acceptable to the Planning Director if the required scale is impractical.